

DDA 75-5935

12 5:00 PM

MEMORANDUM FOR: Executive Secretary

SUBJECT : Personal Briefings for Mr. Bush

1. I have made arrangements with the appropriate Office Directors in the DDA to provide Mr. Bush with briefings on matters of personal interest to him at such time as he may desire. For your information, the subjects we are prepared to cover are as follows:

--Director of Logistics

- a. Automobile and driver
- b. Telephone service in automobile
- c. Telephone service in residence

--Director of Security

- a. Courtesies afforded the DCI by the DCI Security Staff
- b. Authority and policy with reference to the DCI Security Staff carrying firearms
- c. Alarm devices recommended for placement in the DCI's residence
- d. Polygraph policy, including statement that Presidential appointees are not included in polygraph coverage
- e. Recommendation that Security conduct a counter-audio inspection of Mr. Bush's residence and furniture
- f. A recommendation relative to a residential site survey

--Director of Finance

- a. Pay and deductions
- b. Payroll timing and method
- c. Leave (and fact that as Presidential appointee, the Director is not under the leave system)
- d. Earnings and leave statements

--Director of Personnel

- a. Arrangements relating to appointment papers
- b. Insurance programs available
- c. Retirement
- d. Credit union
- e. Employee Activity Association
- f. Assistance available from Central Processing Branch
- g. Fitness room

--Director of Medical Services

- a. Medical records
- b. Medical examinations
- c. Consultant services available

2. For planning purposes, it should be noted that it would be preferable that certain of these briefings be combined, i.e., Personnel/Finance, Logistics/Security, and that the briefing by the Director of Medical Services be arranged as a private session between [REDACTED] and Mr. Bush.

/s/ John F. Blake

John F. Blake
Deputy Director
for
Administration

Acting EO DDA [REDACTED] kmg (12 Dec 75)

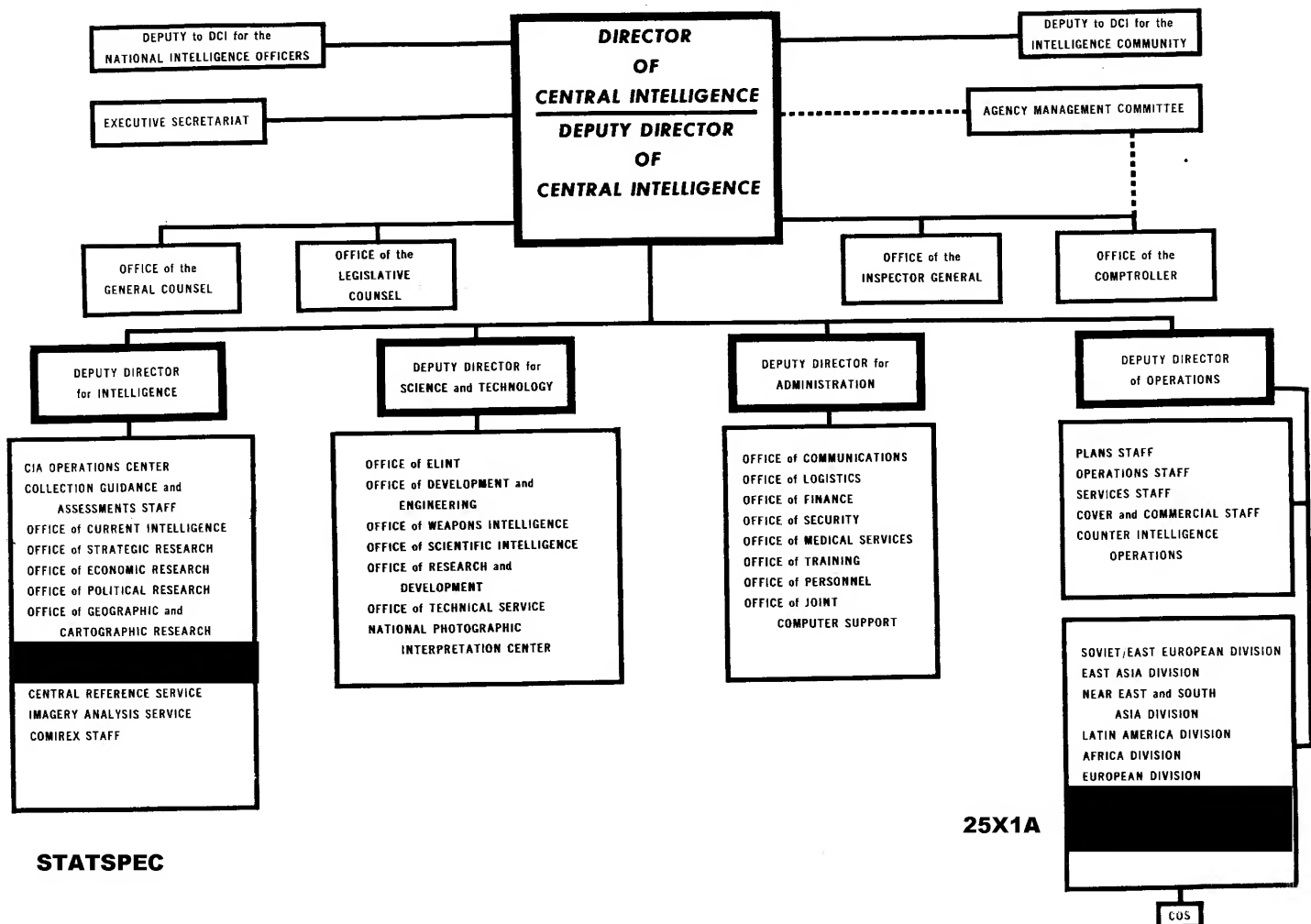
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